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CHEVY CHASE VILLAGE  
BOARD OF MANAGERS  
OCTOBER 10, 2011 MEETING

STAFF REPORT

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TO: BOARD OF MANAGERS  
FROM: SHANA R. DAVIS-COOK, VILLAGE MANAGER   
DATE: 10/6/2011  
SUBJECT: CONTRACT AUTHORIZATION REQUEST FOR PROFESSIONAL SERVICES  
—PUBLIC WORKS RENOVATION

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At the Board's Meeting on September 12, 2011, I advised that we had not yet finalized the terms of the professional services contract with *Studio CrowleyHall, PLLC* for the renovation of the Public Works Department's space to convert the open bay area into an office and lounge space and renovation of the existing spaces for use as bath and locker rooms. With assistance from Mr. Richard Ruda, and language modifications proposed by members of the Board, Michael Younes and I had extensive conversations with the principles for *Studio CrowleyHall, PLLC* over the last month, and were successful in reaching an agreement for a contract that will protect both parties' interests. The proposed contract has also been reviewed by Village Counsel.

The Board approved in the FY2012 Budget a capital expenditure totaling \$69,000 for the Public Works Office and Storage Bay Renovation. Expenses were estimated as follows:

\$7,000 for Planning, Design & Supervision  
\$2,000 for Site Improvements & Utilities  
\$60,000 for Construction  
**\$69,000 TOTAL**

In order to properly understand the overall cost for this project, it is necessary to have a "preliminary pricing package" prepared. *Studio CrowleyHall* will prepare this set of drawings, which further develop the concept plan drafted by Village resident and space designer Nancy Elliott. This preliminary pricing package set of drawings will allow us to understand what the varying aspects of the renovation are likely to cost so we can properly budget, plan and schedule this project.

**Action Requested**

Board action is requested to authorize the Village Manager to enter into a contract with *Studio CrowleyHall, PLLC* for professional services to perform preliminary design work for the renovation of the Public Works Department's offices, storage bay and facilities, in the amount of \$6,340.00.

**Attachments**  
CIP Expenditure Detail Sheet  
Professional Services Contract

## Project Detail Sheet

### Public Works Office and Storage Bay Renovation

**Category**  
**Department**  
**Zone Location**

Village Hall/Office  
Public Works  
3

**Date Last Modified**  
**Funding Source**  
**Status**

February 11, 2011  
Tax-Based  
Planning Stage

#### EST. EXPENDITURE SCHEDULE (dollars in thousands)

Cost Element	Total	Est. FY11	Total 6 Years	FY12	FY13	FY14	FY15	FY16	FY17	Beyond 6 Years
Planning, Design and Supervision	10	3	7	7	0	0	0	0	0	0
Land acquisition	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	2	0	2	2	0	0	0	0	0	0
Construction	100	0	100	60	40	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>112</b>	<b>3</b>	<b>109</b>	<b>69</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### EST. FUNDING SCHEDULE (dollars in thousands)

Tax-Based Revenues	112	3	109	69	40	0	0	0	0	0
<b>Total</b>	<b>112</b>	<b>3</b>	<b>109</b>	<b>69</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### EST. OPERATING BUDGET IMPACT (dollars in thousands)

Labor/Maintenance			0	0	0	0	0	0	0
Materials/Equipment			0	0	0	0	0	0	0
<b>Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Description

This project will renovate the existing Public Works office and storage bays to provide a safe, clean, and comfortable work environment for the Public Works Department. Renovations would include the installation of a carport over the south end of the public works yard to provide cover to gas-powered equipment, conversion of bay 1 into three (3) separate spaces for a public works director office, locker room and lounge/cafeteria. The proposed work would also include the renovation of the existing public works bathroom to provide heating and air conditioning.

#### Estimated Schedule

The project is currently in the planning stages. In the current fiscal year an electrical and plumbing assessment as well as construction planning would need to be undertaken. Depending on funding availability construction could begin last fiscal year 2012 and overlap FY2013.

#### Cost Change

There have been no cost changes.

#### Justification

This project will renovate the existing Public Works office and storage bays to provide a safe, clean, and comfortable work environment for the Public Works Department.

#### Other Disclosures

None

**Coordination**  
Board of Managers  
Montgomery County  
Historic Preservation Commission  
Public Works Committee

#### Map

